

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR V –
Electronics, General Maintenance, and Construction

SALARY GROUP: A19

DEPARTMENT: Facilities Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Clyde Armstrong DATE: 3/5/2014

POSITION #: 022154

I. JOB SUMMARY

Performs advanced supervisory maintenance and construction work. Work involves overseeing maintenance and construction offender staff involved in the installation, care, and repair of state facilities and equipment; and assigning and supervising the work of offenders. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees, supervises, inspects, schedules, assigns, prioritizes, and participates in general maintenance, construction, and electronic systems work; designs, installs, operates, and maintains equipment with electronic components to include testing, installation, maintenance, and repair; coordinates work assignments with other supervisors to ensure efficient use of resources; and provides technical expertise.
- B. Oversees the preparation of estimates for work hours, materials, and resources required for projects; approves and initiates requisitions for materials and supplies; and prepares reports and maintains records of repairs.
- C. Trains and supervises offender maintenance and construction workers; and ensures compliance with applicable safety rules, regulations, and standards.
- D. Assists in maintaining security of assigned offenders.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Six years full-time, wage-earning experience in the design, installation, operation, and maintenance of electronic equipment. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.
3. Experience in the supervision of offenders preferred.

B. Knowledge and Skills

1. Knowledge of techniques, methods, and design of electronic systems.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill in the use of test instruments, equipment, and tools.
4. Skill in identifying symbols and components of schematics and wiring diagrams and control circuits.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill to review technical data and prepare technical reports.
10. Skill to plan work in order to meet established guidelines.
11. Skill to train and supervise others.
12. Skill in the repair of CCTVs, their components, and associated systems preferred.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, climb ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, dust, grease, oils, solvents, and traveling by car, van, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, copier, fax machine, telephone, test instruments, ohm meter, voltage testers, screwdrivers, and automobile.